



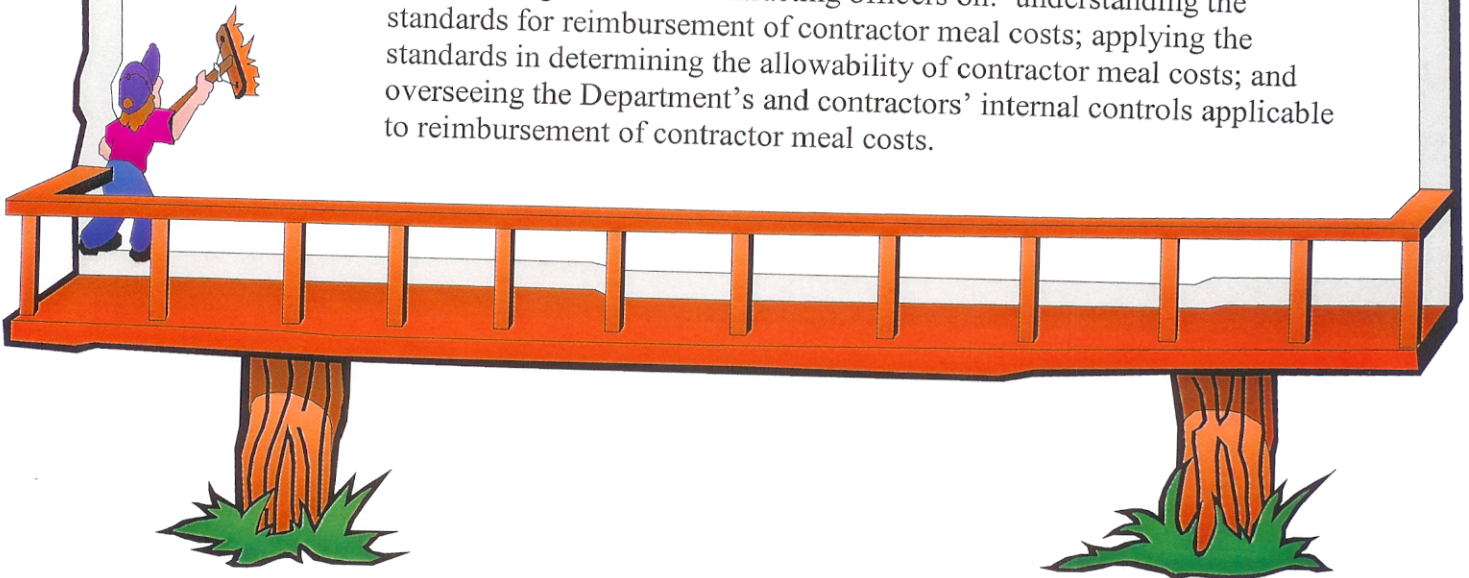
HEADQUARTERS POLICY FLASH

POLICY FLASH 2005-49

DATE: August 2, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: Acquisition Letter 2005-12, Meal Costs in Management and Operating Contracts

SUMMARY: This Flash transmits Acquisition Letter 2005-12, which provides application guidance to contracting officers on: understanding the standards for reimbursement of contractor meal costs; applying the standards in determining the allowability of contractor meal costs; and overseeing the Department's and contractors' internal controls applicable to reimbursement of contractor meal costs.




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The major changes established by this guidance are contracting officers--after assuring themselves that they understand the standards and how to apply them--must:

- review contractor internal policies, procedures, and internal controls on claiming contractor meal expenses as allowable costs;
- ensure those policies and procedures are compliant with the FAR and the application guidance of this acquisition letter;
- ensure the contractor has disseminated its policies and procedures to affected employees; and
- require, in coordination with the OIG, contractors to direct their internal audit staffs to ensure employees are adhering to the policies and procedures.

Questions concerning this Policy Flash should be directed to Michael Righi at (202)287-1337.


Michael P. Fischetti, Acting Director
Office of Procurement and
Assistance Policy, OMBE

Attachment